



**CITY OF BURLINGTON
BOARD OF HEALTH**

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BOARD OF HEALTH•

Austin Sumner, MD, MPH, Chair • David Casey, RN • Mary D. Hart, RN • Julie Hathaway, MD, PhD • Caroline Tassey, APRN

BOARD ADMINISTRATOR

Linda Ayer

HEALTH OFFICER

William Ward

**MINUTES FOR REGULAR MEETING OF
BURLINGTON BOARD OF HEALTH
DEPARTMENT OF PUBLIC WORKS – CONFERENCE ROOM
THURSDAY, JANUARY 9, 2014**

Attending: *Austin Sumner, Chair, David Casey, Mary Hart, Julie Hathaway, Caroline Tassey, William Ward*

Public: None

Meeting called to order by Chair, Austin Sumner at 5:41 PM

ITEM	DISCUSSION	ACTION
1. Approval of Agenda and Minutes of Prior Meeting	No changes to Agenda	Approved Agenda. Minutes of prior meeting had minor edits. A motion was made by David to approve the amended minutes from November. 2 nd was made by Mary with the vote unanimous.
2. Public Forum	No members of the public attended.	
3. Chair's Report	Discussion about Feb 9 as possible date for	

	<p>strategic planning meeting. Suggestion by board members that it could make better use of the time to have the Strategic planning meeting– then BOH meeting from 10:30 to Noon that same day.</p> <p>This date change to February 9, 2014 was agreed upon pending staff availability. There would be no regular meeting on Feb 13 if staff and Board members are available that day. All Board members agreed they were available.</p> <p>Possible –topics</p> <ul style="list-style-type: none"> • Continue with current subcommittee groups • Drugs-Heroin ongoing statewide issue along with other drug issues like e-cigarettes • Lead in buildings and link to historic preservation • Letters- to Mayor about lead communications to Dr. Chen • David suggested a rubric on tackling issues –step, criteria & inviting guests each month • Self-assessment-NALBOH • BOH Orientation packet 	
<p>4. Members' Reports</p> <ul style="list-style-type: none"> • Emergency Preparedness • Drug Awareness 	<p>The director provided an overview of the Emergency preparedness plan for pandemic flu and continuity of operations.</p> <p>Neighborhood safety Initiative update included Discussion on survey results which are being presented to individual NPA's by members of the Safety Initiative. –Citizens were polled in all wards</p>	<p>Bill Ward to seek Chief Lasker's update, finalize draft plan, to ensure coordination with the VT Dept. of health statewide plan</p> <p>BOH recommends the health officer to re-evaluate Fit testing policy and ensure it is followed –</p>

<ul style="list-style-type: none"> Urban Agriculture Task Force Food Safety 	<p>about their concerns. Top 5 responses in order of “dislikes” of respondents to survey:</p> <ol style="list-style-type: none"> Burglaries Speeding and traffic Car breaks/ vandalism Noise Drug dealing <p>Initial results were made available to the Board.</p> <p>Caroline Tassey submitted additional information on E-cigarettes electronically</p> <p>Draft ordinance was reviewed as basis for urban agriculture work group –updated draft will be back to BOH after review by city attorney’s office –</p> <p>Update on compliance with College Street – food cart- regulation – same as booths at farmers market. Caroline has the guidelines. Food and Lodging inspector for VT Dept. of Health has inspection authority. Inspections can be complaint driven. May not be back until spring.- food and lodging</p> <p>Nutrition and pesticide use discussed– products like round up, leaching nutrients into soil now compared to decades ago. Slide available –leaches calcium – broccoli for example contains less calcium today.</p> <p>Additional information and slides available before</p>	<p>Beekeeping in Burlington to be discussed at next BOH meeting to consider adding it to the to Urban Agriculture Ordinance</p>
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	next meeting.	
5. Staff Reports <ul style="list-style-type: none"> • Code Enforcement Updates • HLHL • Web Updates/Front Porch Forum • Other 	<p>ADDENDUM A: Health Officer's Report for December 2013 and January 2014</p> <p>Champlain College Program Director, Suzanne Glover, and work study students to make presentation to HLHL committee. Students will present their branding ideas which will be made available at the next BOH meeting,</p> <p>None</p>	
6. Agenda Items/Next Meeting	Emerging Issues: e-cigarettes, storm water issues - coal tar sealants, Member Reports, Emergency Preparedness, Staff Reports, Strategic Planning Agenda.	
7. Adjournment	Adjourned 7:55 PM	Mary made a motion that we adjourn –David second- Vote Unanimous in favor of adjournment/.

ADDENDUM A:

Health Officer and Code Enforcement report for December 2013 and January 2014

Operations

Inspections

The total of Minimum Housing initial inspections for 2013 was 2,869 units. This places us at 96% of our annual goal of 3000 units. These inspections included a higher than average number of single unit inspection. Previous years focused on multi-unit properties so there were fewer of those larger units to be inspected this year. We anticipate 2014 to average more than 3,000 units. This will maintain a status of all properties being inspected every three years.

Rental safety concerns

- A College Street property in the downtown district had a 12 unit building deemed unfit for habitation due to a lack of sufficient heat in December. The tenants were voluntarily relocated to an area hotel by the landlord and a new steam boiler was installed by the property owner. The tenants are back in the property at this time.
- A S. Union Street property in the downtown district had one unit deemed unfit as of January 7, 2014 due to insufficient heat. The landlord was working on restoring the heating system as of the date of this report.

Key projects for January

Budget Preparation

A preliminary departmental budget for FY 15 (July 1, 2014 to June 30, 2015) was prepared for the CAO's office in December 2013. The departmental request included a \$500 or 10% increase for the Board of Health expenses.

Rental registration increase

In June, 2013 the City Council approved our Departmental budget for FY14 which included a rental registration increase of \$25 per unit. The increase means rental registration will be \$100 for all rental units and \$75 for owner occupied duplexes.

Landlord training

The Code Enforcement office is offering a 60 to 90 minute training session for landlords/property managers on January 28, 2014 at 5:00 p.m. at 645 Pine Street. The main topic will be SeeClickFix with a general question and answer session about Code Enforcement topics to follow.